

City of Kirkwood Public Works Engineering/Planning

Mission Statement

- To provide engineering services, project management, and contract administration for all public improvements from conception to completion
- To practice sound urban planning techniques and policies and offer quality development-related services
- To provide the City's Staff, Council, Boards, and Commissions with support and information as needed to facilitate planning and decision-making

General Description

The Engineering/Planning Division is responsible for planning, management, and administration for all four Public Works Divisions including public and Council inquiries, personnel issues, budgeting, issuance of work orders for Street Division activities including planning, estimating, and preparing specifications, plans, and bid documents; inspecting and contract administration for capital projects; inspection of improvements in new developments (subdivisions and commercial sites) for compliance with City codes and special Planning and Zoning conditions; issuance of permits and inspections for driveways and grading; continued maintenance of the City's street inventory; inspection of street excavations; administration of the City's sewer lateral program; and review of site plans for new construction.

This office provides staff liaison support to the Planning and Zoning Commission and provides administration and enforcement of zoning conditions including maintenance of performance guarantees presently for 23 projects in the amount of \$865,383. Staff support includes processing and reviewing applications and plans; preparing packets for the Commission members; publishing public notices; preparing public notices for public hearings; preparing agenda; attendance at meetings; maintaining all minutes and files; meeting with petitioners and the general public regarding proposed land developments; and coordinating activities with the public, other City departments, and other government agencies.

The Public Works Department Engineering/Planning Division has identified the following performance measures: staffing levels, contract administration, sewer lateral program, and Planning and Zoning activities.

City of Kirkwood Public Works Engineering/Planning

Staffing – The Engineering/Planning Office has a staff of five employees.

<u>FY06</u>	<u>FY07</u> <u>FY08</u> <u>FY09</u>	<u>FY10</u> <u>FY11</u>	<u>POSITION</u>
1	1	1	Public Works Director
1	1	1	Assistant Public Works Director
1	0	1	Planner/Zoning Administrator
1	1	1	Engineering Technician
<u>1</u>	<u>1</u>	<u>1</u>	Administrative Secretary (Planning & Zoning Comm.)
5	4	5	TOTAL

The position of Planner was added at the end of Fiscal Year 2002 and eliminated upon his resignation in May, 2005. The position of Zoning Administrator was established for FY09 with similar duties as the Planner.

Capital Projects (Public)

The Engineering Office prepares specifications, drawings, bid documents; performs contract administration, including field inspections for City Capital Projects. The total value of the public projects is shown below. These projects include concrete street replacement, demolitions, miscellaneous recycling grants, contract pavement markings, and parking lot projects.

CITY OF KIRKWOOD PUBLIC WORKS ENGINEERING TOTAL ENGINEERING PROJECTS

FISCAL YEAR	TOTAL COST	NUMBER OF PROJECTS
FY99*	\$2,988,273	8
FY00	\$886,469	9
FY01	\$417,652	3
FY02	\$644,777	7
FY03	\$444,254	3
FY04	\$323,789	2
FY05	\$426,955	5
FY06	\$734,141	6
FY07	\$931,827	6
FY08	\$1,733,266	6
FY09	\$1,074,078	6
TOTAL	\$10,605,481	93

* Includes Clay Avenue bridge

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Inspections of Public Improvements by Private Land Developers

The Engineering Office administers performance guarantees, including construction inspections, for private developments for compliance to City construction standards. In FY09 there were 6 subdivision projects with a performance guarantee value of \$351,883 being inspected by the Engineering Office for acceptance of Public Improvements such as streets. In FY09 there were also 23 approved site plan projects with a performance guarantee value of \$865,383 and 3 pending site plans with a performance guarantee value of \$946,000.

Concrete Street Replacement

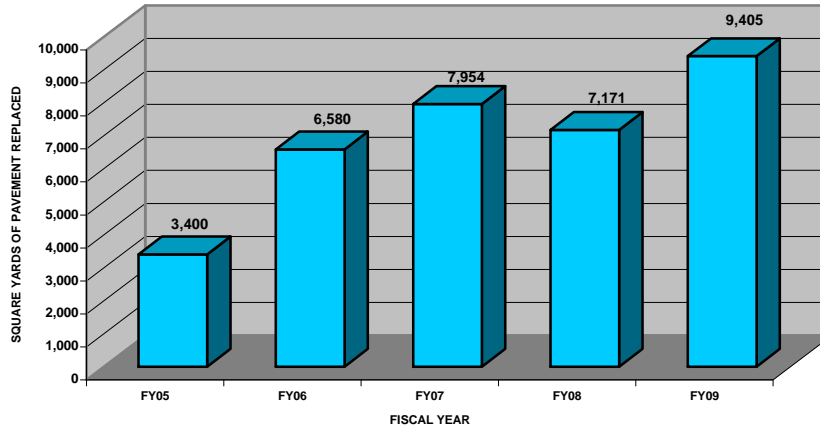
The primary capital improvement work in the last five years has been concrete street replacement. The amount of funds available for concrete street replacement has been reduced resulting in a more than 50-year replacement cycle; thus, work is being deferred and has been decreasing until future funding can be secured. There are 31 miles of paved streets approximately 450,000 square yards of concrete pavement. For a 25-year replacement cycle, 4 percent, or 18,000 square yards, should be replaced each year. In 2009 costs, this would be about a \$998,820 expenditure per year.

CITY OF KIRKWOOD PUBLIC WORKS ENGINEERING CONCRETE STREET REPLACEMENT

FISCAL YEAR	COST	SQUARE YARDS	COST/SQ YD
FY99	\$1,056,832	32,977	\$32.05
FY00	\$533,976	16,040	\$33.29
FY01	\$370,659	9,463	\$39.17
FY02	\$405,550	10,864	\$37.33
FY03	\$293,370	8,418	\$34.85
FY04	\$317,985	8,290	\$38.36
FY05	\$152,585	3,400	\$44.88
FY06	\$286,712	6,580	\$43.57
FY07	\$349,181	7,954	\$43.90
FY08	\$347,578	7,171	\$48.47
FY09	\$521,888	9,405	\$55.49
TOTAL	\$4,636,316	120,562	\$38.46

City of Kirkwood Public Works Engineering/Planning

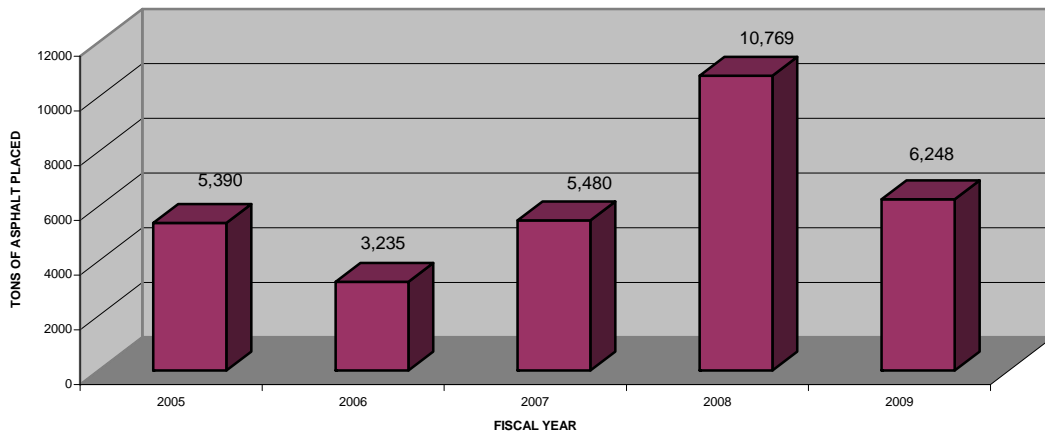
CITY OF KIRKWOOD
PUBLIC WORKS ENGINEERING
CONCRETE STREET REPLACEMENT



Asphalt Street Repaving

In FY05, as part of the changing role of the Street Division, the Public Works Department began contracting the improvements of the City's asphalt street pavement. The typical project consists of removal of the old asphalt pavement by milling, installing a new asphaltic concrete wearing surface, and re-striping the new pavement. The typical project does not include curb repair/installation, drainage improvements, or major road base repair. After passage of Proposition C, the City Council authorized the Public Works Department to repave Geyer Road, an additional 4,600 tons.

CITY OF KIRKWOOD
PUBLIC WORKS - ENGINEERING
CONTRACT ASPHALT STREET RE-PAVING

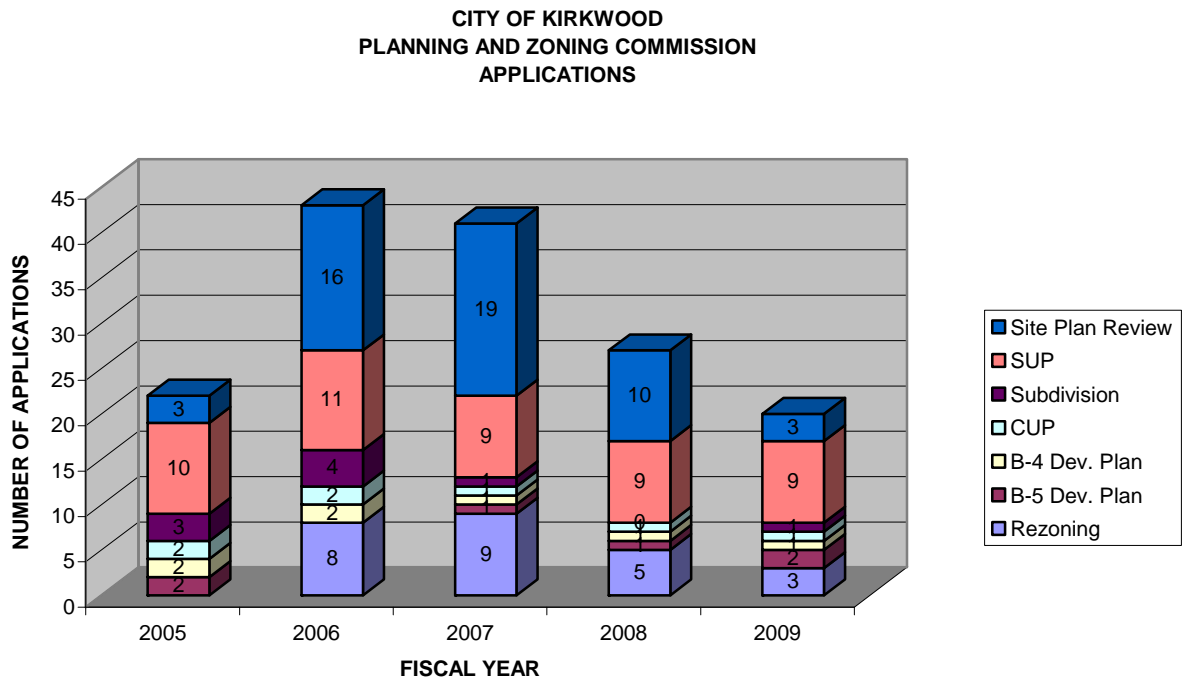


City of Kirkwood Public Works Engineering/Planning

Planning and Zoning Activities

The Engineering Office provides full staff and liaison support to the Planning and Zoning Commission and all its related activities. The Planning and Zoning Commission establishes the comprehensive plan for land use in the City and reviews land use petitions. The Commission consists of a group of nine citizens appointed by the City Council. The Planning and Zoning Commission meets twice per month (except during the summer months). The Commission reviews petitions for special use permits, business or planned commercial developments (known as B-4 and B-5), community unit plans, subdivisions, site plan reviews, and rezonings. The full Planning and Zoning Commission hears a petitioner's proposal. It then appoints a subcommittee of two members for each proposal. The subcommittee meets with the applicant and involved residents to consider the proposal in more detail and receive citizen and staff input. Most petitions to the Commission require extensive staff review and coordination with other city departments and agencies. Private development projects are processed through the Engineering Office from conception to final inspection to release the performance guarantee. Public notification and public involvement in the land development process is escalating and coordinated through the Engineering Office.

The chart below shows the number and type of Planning and Zoning applications processed by the Engineering/Planning Office.



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Comprehensive Planning Activities

The Commission also establishes a comprehensive plan for the land use within the City. This plan, which is amended from time to time, contains policy statements and a series of reports, plans, maps, and programs. Comprehensive planning is needed because the community continues to grow and evolve. In FY04, the Planner worked extensively with the Comprehensive Plan Steering Committee, the General Public, Consultants and other City Boards/Commissions to complete, adopt, and implement the City's Comprehensive Plan: Vision 2015.

In FY07, the Public Works Department prepared and presented the three-year report to the Planning and Zoning Commission regarding the implementation and use of the Vision 2015 Comprehensive Plan. Since adoption of the plan in April, 2003, the City has been presented with many challenging land use applications, development proposals, and ordinance revisions. The staff has utilized Vision 2015 as a valuable tool in the evaluation of such proposals through the application of its goals, development policies, and land use maps. The Planning and Zoning Commission and City Council have relied upon Vision 2015 to form recommendations and take actions on land use items.

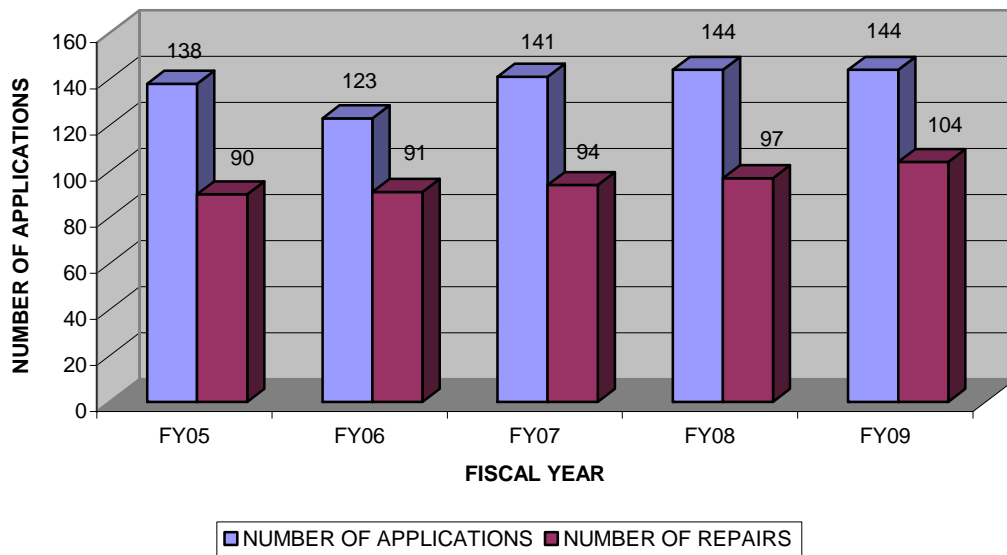
Through the visioning process of the Plan, citizens have expressed their desires to preserve Kirkwood as a special community and to allow quality development where and when appropriate. Goals have been developed across a broad range of issues including: preservation of diverse residential neighborhoods and historic buildings; maintaining the current mix of land uses; improving aesthetics, parks, and other amenities; promoting good commercial design; managing future redevelopment; and providing for continuity of quality City services. Although many of the goals are continuing and long-term items, many actions have occurred within the last year to move them closer to implementation. A significant number of immediate and short-term goals have also been addressed in the three years. In FY07, the Commission completed its three-year review of the Plan, updating the plan for the future.

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Sewer Lateral Program

The Sewer Lateral Insurance program began in June 1999 after being approved by the voters in Kirkwood. The Engineering Office is responsible for the administration of this insurance program, which covers 60% of the cost of repairing a broken private house sewer lateral. As of August 27, 2009, 1,477 residents have taken advantage of the program. The average cost of a sewer lateral repair is \$3,645. The City, through a private contractor, verifies the break in the line and determines if the repair qualifies under the program and the extent of the repairs.

CITY OF KIRKWOOD
PUBLIC WORKS - ENGINEERING DIVISION
SEWER LATERAL PROGRAM
APPLICATIONS VS. ACTUAL REPAIRS



City of Kirkwood Public Works Engineering/Planning

CITY OF KIRKWOOD PUBLIC WORKS - ENGINEERING DIVISION SEWER LATERAL PROGRAM FEES COLLECTED VS. REPAIR COSTS

